

LEE COUNTY

POSITION ANNOUNCEMENT

POSITION: DEPUTY COUNTY ATTORNEY

SALARY RANGE: \$76,736 - \$107,429 GRADE: 82

DESCRIPTION OF WORK:

Lee County is seeking qualified applicants for the position of Deputy County Attorney. Essential functions: Represents the County in complex contract negotiations, major financial activities and complex litigation, including court appeals. Researches, analyzes and interprets legal issues and prepares necessary documentation and recommendations for action. Investigates claims and negotiates settlement of claims; conducts litigation in suits and drafts, approves form and content and recommends adopting County ordinances. Performs legal representation and advice for the County Department of Social Services involving Child Protective Services and establishing Child Support obligations, and cases involving fraud or overpayment of benefits to clients. Under direction of the County Attorney, serves as a legal resource and advisor to the County Manager, Board of Commissioners, Department Directors and other County Entities as needed. Recommends procedures and actions based on legal knowledge and experience, and the interpretation of legal documents. Attends meetings of such boards to provide legal advice, as directed by the County Attorney.

MINIMUM EDUCATION AND EXPERIENCE:

Graduation from an accredited school of law and licensed to practice law in the State of North Carolina. General legal knowledge of state and county statutes. Knowledge of Administrative law and procedures and knowledge of state and federal appellate court rules. Ability to perform legal writing ; ability to practice in a trial setting. Proficiency in computers and applicable software. Seven (7) years experience that includes performing professional legal work and serving as legal counsel within the public sector; or an equivalent combination of education, training, and experience. Must have or obtain a valid North Carolina driver's license with an acceptable driving record.

APPLICATION PROCESS:

Applications may be obtained from and returned to the Human Resources Office, 106 Hillcrest Drive/PO Box 1968, Sanford, NC 27331. Position will remain open until filled. Visit our website for more information: www.leecountync.gov Pre-employment drug screening is required.

Females and minorities are encouraged to apply. Lee County does not discriminate on the basis of race, color, national origin, sex, religion, age or disabling condition in employment opportunities.